



Transfer Opportunity And Promotional Recruitment

SECRETARY

Approx. \$37,892-\$46,058 Annual Salary

Open: June 3, 2004

Close: June 18, 2004

The Bay Area Air Quality Management District is currently recruiting for the position of Secretary in the Permit Evaluation Section of the Engineering Division. There is currently one (1) vacancy. This is a full-time represented position.

Under general supervision, provides varied secretarial and office administrative assistance to section manager and associated professional staff; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Organizes and maintains various section or division files; purges files as requested.**
- **Follows up on projects, transmits information, and keeps informed of unit activities.**
- **Organizes own work, sets priorities and meets critical deadlines.**
- **Prepares, circulates, and tracks reports and notices subject to internal and/or public review.**
- **Under direction, creates and edits electronic documents including: text documents, spreadsheets, databases, and web pages.**
- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation and application of policies and procedures; takes messages or refers the caller to the proper person.
- Opens and sorts mail and attaches pertinent back-up materials; processes outgoing mail as required.
- Initiates specified correspondence independently for signature by appropriate supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Schedules and arranges for meetings; arranges for rooms, prepares agendas and summarizes meeting results as required; may take minutes at meetings, hearings and similar situations.
- May provide project direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.

MINIMUM QUALIFICATIONS

Three years of general clerical or office support experience.

OTHER REQUIREMENTS

Must pass a typing test at a rate of 50 net words per minute from printed copy. Typing tests will tentatively be administered during the week of June 21, 2004.

HOW TO APPLY

Interested BAAQMD employees must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, June 18, 2004**. For an application packet, contact the Human Resources Office at (415) 749-4980 or visit our website at www.baaqmd.gov. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office,

(Additional information on reverse-side – Also visit www.baaqmd.gov)

939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection will be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be held. If a panel interview is utilized in combination with any other process, it will be weighted 75%.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE